

**CITY OF LEON VALLEY
REQUEST FOR PROPOSALS**

CITY ATTORNEY SERVICES

The City of Leon Valley is soliciting sealed proposals from law firms to provide City Attorney services. Law firms are invited to submit qualifications and sealed proposals for the provision of these services. In order to be considered, proposals must address each of the requests for information included herewith. In addition, information regarding rates and fees must be submitted on the sheet provided.

Any questions regarding this RFP should be addressed to Manuel Longoria Jr., City Manager, (210) 684-1391, ext. 219. Sealed proposals will be accepted by Rhonda Hewitt, Purchasing Agent, 6400 El Verde Road, Leon Valley, TX 78238, until 1:00 p.m., Wednesday, July 25, 2012. Proposals received after this time will be returned unopened. The City Attorney Services contract will be awarded by Council on Tuesday, September 4, 2012. The City of Leon Valley reserves the right to reject any and all proposals.

The scope of services for which fees and rates are requested is divided into three categories: general representation, special projects, and litigation. These categories are more fully described for your clarification. The firm will be required to provide a detailed, itemized billing for each category (including general representation), on a monthly basis.

I. General Representation

- A. Attendance of all City Council meetings, generally two per month - 1st and 3rd Tuesdays.
- B. Consultation with City staff via telephone during normal business hours.
- C. Preparation and review of Ordinances and Resolutions as required.
- D. Preparation and review of Contracts and other documents prior to City Council action.

II. Special Projects

This category includes any unusually large projects defined as ones that will require 20 hours or more of attorney time to handle. Examples of these special projects may include assistance in development of special purpose agreements or legal assistance to a City Council appointed committee.

III. Litigation

This category includes both preparation for trial and actual courtroom time for all litigation filed by or against the City, Zoning Commission hearings, and condemnation proceedings.

Statement of Qualifications

Please attach responses to the following requests for information:

1. Name of firm and year organized (include address and telephone number).
2. Attach a list of Principals in the firm; include a biographical sketch of each. Include education, years of legal experience, years of municipal legal experience, and any areas of specialty within the field of municipal law.
3. Provide the name of the principal in the firm who will have responsibility for Leon Valley's dealings.
4. Attach a list of attorneys who will provide service to Leon Valley. Include a description of these attorneys' education, years of legal experience, years of municipal legal experience, and information on any areas of specialty within the field of municipal law.
5. Provide a list of current municipal clients, a contact person for each, and a telephone number for the contact person.
6. If your firm has represented a City during the last five years that it no longer serves, please provide the following information:
 1. Name of City,
 2. Name of contact person, and
 3. Reason that you no longer represent the City
7. Provide information regarding the number of City-related Civil District Court cases actually tried to verdict or judgment during the past five years. This data should be provided for the firm, and for each attorney in the firm that will provide a significant level of service to Leon Valley. Information should also include the percentage of these cases "won".
8. Provide the information requested in Number 7 above or the appeals court cases in which the firm represented the condemning agency.

9. Provide the information requested in Number 7 above for eminent domain cases in which the firm represented the condemning agency.
10. Please list any clients that you currently represent that could cause a conflict of interest with your responsibilities with the City of Leon Valley. Describe how you would be willing to resolve these or any future conflicts of interest.
11. If your firm has filed any litigation in the past five years in which either the City of Leon Valley or one of its employees was named as a defendant, please describe the case(s).
12. If you have filed any litigation in the past five years in which a municipality was a defendant, please describe the case(s).

CITY OF LEON VALLEY

**Proposed Fees
City Attorney Services**

The following rates are proposed by the firm of _____ for City Attorney services to the City of Leon Valley.

1. General Representation

Monthly Retainer \$ _____

2. Special Projects

Hourly Rate \$ _____

3. Litigation

Preparation Time - Hourly Rate \$ _____

Court Room Time - Hourly Rate \$ _____

I, _____ acting on behalf of the firm of _____
certify that I have reviewed and fully understand the City of Leon Valley's Request for Proposals
for City Attorney services. I further certify and swear that the information submitted in
response to the Request for Proposals is true, correct and fully shows all information required
to be reported.

By: _____

State of Texas)
) ss.
County of _____)

This instrument was acknowledged before me on _____ (date)

by _____ (Name of signer[s]).

_____ (Signature of Notary)

(Seal of Notary)